



## Montgomery County Fire & Rescue Online Training Registration System (OTRS)

### Career Student Help

- OTRS Workflow
- Login to OTRS
- Navigating the OTRS:
  - Student's **Registration** Tab
  - Student's **Class Schedule** Tab
  - Student's **Courses** Tab
  - Student's **Profile** Tab
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- Technical Support
- Logout of OTRS

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## Montgomery County Fire & Rescue Online Training Registration System (OTRS)

### OTRS Workflow for Career Students

#### Students will be able to :

- View class schedules
- Search for courses by code or name
- View course descriptions and pre-requisite information
- **Pre-register** for a class until the registration closing date
- View their current pre-registration status for a class
- Withdraw their pre-registration from a class
- View PSTA course transcript
- View their student profile

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## Montgomery County Fire & Rescue Online Training Registration System (OTRS)

### Login

- Launch Internet Explorer and enter  
***https://dev02.mcgov.org/int/s15/otrs/***  
**NOTE: (This URL will change once OTRS goes to production)**
- Enter your Montgomery County Username and password (otherwise known as your Single Sign On (SSO) credentials) and click the Login button to access the OTRS.

Montgomery County, Maryland  
Welcome to Montgomery County, Maryland  
Single Sign On (SSO)

UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!

Username: jpcap01  
Password: ●●●●●●●●

Login

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## Montgomery County Fire & Rescue Online Training Registration System (OTRS)

### Login (Continued)

#### Note:

If you have not entered your Login information correctly, the following message will appear at the bottom of the Login Screen:

**“HPDIA0200W Authentication failed. You have used an invalid user name, password or client certificate.”**

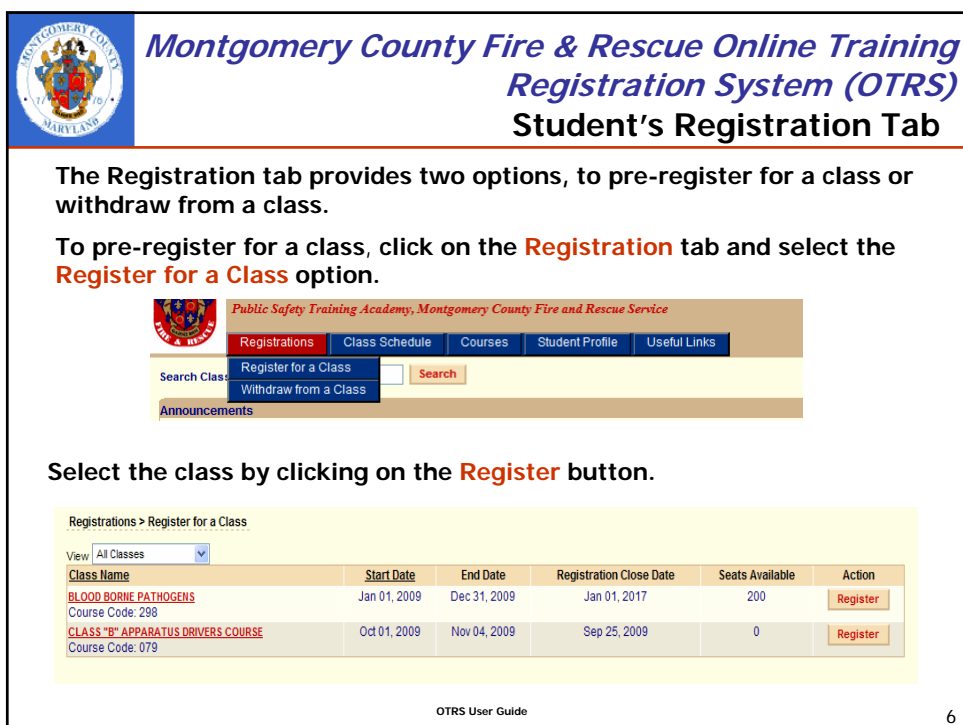
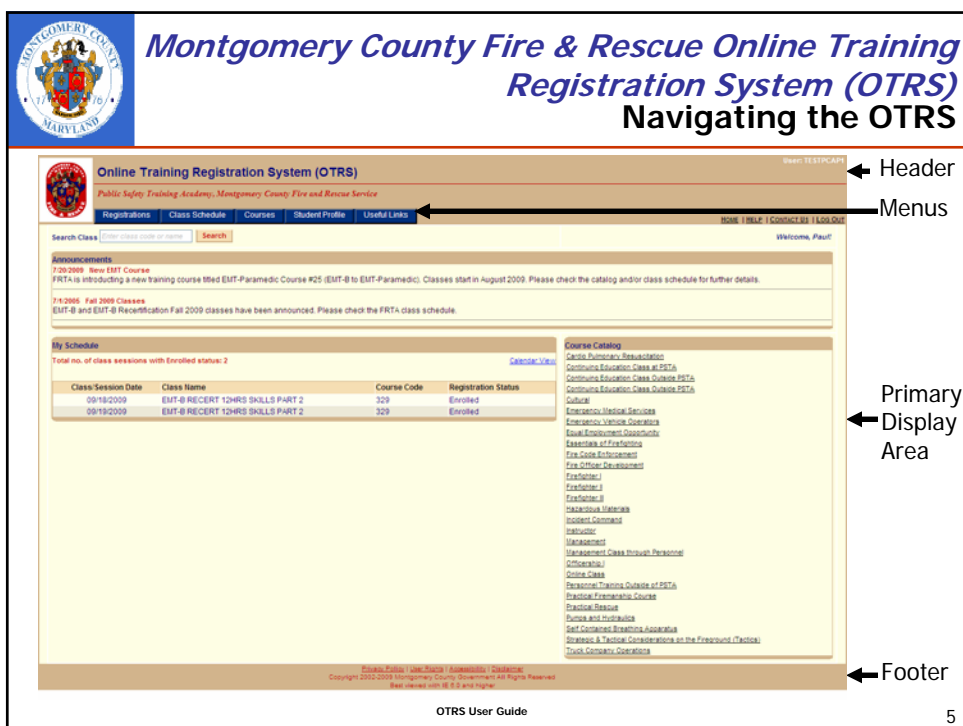
Take your time and re-enter your County computer (SSO) login and password information. Click the Login button to re-submit your County Login credentials.

**“Sorry! You are currently not authorized to use the MCFRS Online Training Registration System. If you are a uniformed MCFRS employee or the training coordinator of an LFRD within Montgomery County, please click the [Contact Us](#) link to request access to this system.”**

If the application displays the message shown above, please contact the county IT Help Desk on 240-777-2828, option 1 or the FRS IT Help Desk on 240-777-2287.

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## Montgomery County Fire & Rescue Online Training Registration System (OTRS) Student's Registration Tab

Note: If you are not eligible to pre-register for the class, you will receive a message with the reason (e.g., *Student has already completed this class.*)

Otherwise, you will see general information about the class. To continue, click **Next: Confirm Registration**.

Registrations > Review Registration

**Selected Class**

**BLOOD BORNE PATHOGENS**

Prerequisite: Personal Data Sheet on file at the FRTA  
Additional Details: EQUIVALENCY

Start Date:	Jan 01, 2009	End Date:	Dec 31, 2009
Location:	PSTA OTHER	Instructor:	BLACKBOARD
No. of Sessions:	1	Contact Hours:	0
Days/Time:	00:00-06:00		

Registration Close Date:	Jan 01, 2017	Max. Capacity:	200
Min. Capacity:	1	Waitlisted:	0
Enrolled:	0		

**Student Profile**

MCFRS ID: [REDACTED] Station: [REDACTED]  
IECS Status and Rank: IECS - Firefighter II Email: [REDACTED]

[Cancel & Start Over](#) [Next: Confirm Registration](#)

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## Montgomery County Fire & Rescue Online Training Registration System (OTRS) Student's Registration Tab

**Pre-registration** does not equate to being accepted to or seated for the course requested. The MCFRS Registrar is responsible for the actual enrollment process and a class roster will be sent to all work sites per Training Academy Policy. Click OK to confirm your pre-registration.

Windows Internet Explorer

When you click the Confirm Registration button, you are not automatically enrolled or waitlisted in this class. You will be notified regarding your enrollment in this class only after the PSTA staff review and process your registration request.


Please click OK to confirm your registration request or Cancel to cancel your request.

[OK](#) [Cancel](#)

Note: The student can click on the **Cancel & Start Over** button or **Cancel** button at any time during the pre-registration process to return to the previous screen.


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## Montgomery County Fire & Rescue Online Training Registration System (OTRS)


### Student's Registration Tab



The user can click on **Register for another Class** and continue with registering for other classes or choose any of the other options by clicking on the various tabs.

Note : Before a student is allowed to pre-register for a class, OTRS will check for prerequisites, course conflicts, schedule conflicts, and other eligibility requirements. Once a student pre-registers for a class, the Registrar(s) will review and approve the student's request only after the student's prerequisites are reviewed and met.


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## Montgomery County Fire & Rescue Online Training Registration System (OTRS)

### Student's Registration Tab


To withdraw a pre-registration for a class, click on the **Registration** tab and select the **Withdraw from a Class** option.



Select the class by clicking on the **Withdraw** button.



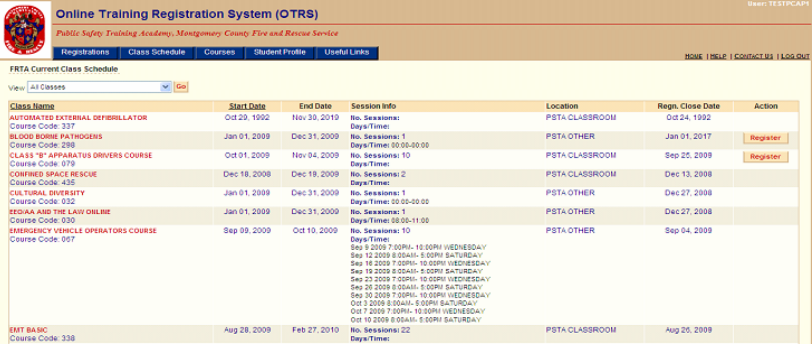
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## Montgomery County Fire & Rescue Online Training Registration System (OTRS)

### Student's Class Schedule Tab

Student users can click on the **Class Schedule** tab to view a listing of all available class schedules. The list includes the **Course Description**, **Start Date** and **End Date**, **Session Info**, **Location** and **Registration Close Date**. The **Action** field allows the student to click on the Register button to pre-register for an open class.



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## Montgomery County Fire & Rescue Online Training Registration System (OTRS)

### Student's Class Schedule Tab


Click on the **Course** tab to view a listing of all courses including a short **Course Description** (if available), the **Course Code**, **Contact Hours**, and **Course Type**.

To narrow the search, click on the **View** dropdown menu and list only courses of a particular type.



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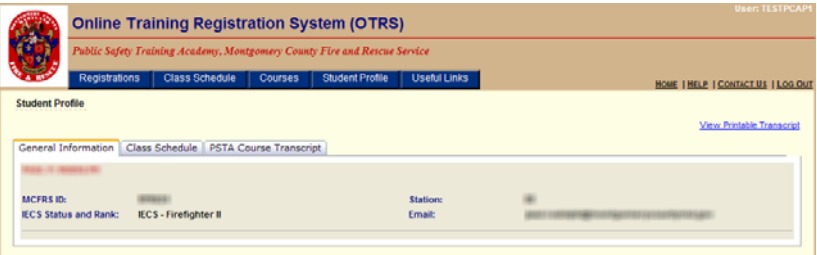


## Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Student's Profile Tab


The student user can click on the Student Profile tab and view

- General Information - student's information
- Class Schedule - student's class schedule
- PSTA Course transcript - student's unofficial transcript




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## Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Student's Profile Tab (Class Schedule)



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The FRTA website URL is:  
<http://www.montgomerycountymd.gov/firtmpl.asp?url=/content/firerescue/psta/index.asp>

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[illegible]

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## Montgomery County Fire & Rescue Online Training Registration System (OTRS) OTRS Technical Support

If you require technical assistance with the OTRS,

- you may call the County IT Help Desk (**x72828, option 1**)
- use your **SHIP** desktop application
- call the FRS IT Help Desk (**x72287**)

Please provide the following information

- Your Name
- Your Department / Division
- Your DCM Computer Bar Code ID Number
- A Description of the error or problem
- The Name of the Application: OTRS
- A call back number or email address.

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## Montgomery County Fire & Rescue Online Training Registration System (OTRS) Logout

To exit the OTRS application  
(or any Single Sign On application)  
select the LOGOUT link.

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